

PERSONNEL STUDY TASK FORCE – TOWN OF CONCORD, MA  
MEETING MINUTES

Date: December 13, 2021

Location: Virtual

Present from the Board: Ruth Lauer (Co-Chair), Anne Rarich (Co-Chair), Claude Cicchetti (Clerk), Paul Macone, Bruce Button.

Others Present: Teri Ackerman – Select Board, Susan Bates – Select Board, Kate Hodges – Deputy Town Manager, Amy Foley – HR Director, Joseph O'Connor – Chief of Police, Ned Perry, Mark Howell, Anita Tekle.

### **1. Call to Order**

The meeting was called to Order by Anne Rarich, Co-Chair at 4:05 pm.

### **2. Approval of Minutes**

As the minutes were not distributed by email before the meeting, the minutes of the previous meeting will be discussed at the next meeting.

### **3. Discussion**

Anne discussed an upcoming meeting with the Personnel Board before the end of the year.

Ruth and Anne will be meeting shortly with Ellen Quackenbush, the former chair of the Personnel Board for background. Anne referenced a good amount of work Ellen did looking at the role of the Personnel Board. Anne also attended the most recent Personnel Board meeting.

Paul expressed frustration at not getting questions answered from the HR Director. He suggested perhaps submitting a public information request. The committee suggested alternatives.

Terri Ackerman conveyed that the Select Board will be taking up clarifying the charge of our task force.

Amy Foley suggested there were some communications issues between HR and our task force. She gave Paul a response on an issue where the information was available, but also suggested a meeting before the data was compiled, as the data is not readily available.

We discussed the charge of our task force. Bruce Button moved and it was duly seconded for a motion to keep our task force's charge the way it is, and not accept the changes discussed at the most recent Select Board meeting. The motion passed as follows.

Ruth Lauer voted yea.

Anne Rarich voted yea.

Paul Macone voted yea.

Bruce Button voted yea.

Claude Cicchetti voted nay.

Terri Ackerman suggested that Task Force members attend the next Select Board meeting to add to the discussion in clarifying the charge.

Ruth detailed questions she would like to ask the Select Board regarding Personnel Board issues. Anne relayed her approach to questions she would ask. Paul wondered why we wouldn't expand our questioning to more departments, and if so, how we would do that.

Claude was asked and talked about the types of questions he would ask of the Town Manager and Deputy Town Manager, but preferred to wait until clarification of the Task Force's charge.

Anne and Ruth talked about having a live meeting in January. Anne asked if Ruth would share her questions to the Select Board and Ruth agreed.

#### **4. Public Comments**

Mark Howell suggested questions to stakeholders about changes to the Personnel Bylaw.

Terri thanked the Task Force for their work and looked forward to clarifying the charge.

Anita Tekle gave the perspective that going through the Town Manager for information requests was not typically required in the past. Susan conveyed that the demands on Town staff have accelerated significantly in the past year, so the current practice is that such requests go through the Town Manager so as to monitor and control the work load. Anita mentioned that one of the challenges for the Task Force is that there is no staff liaison which is often the case for other committees.

Paul mentioned asking about how town departments survey, as the Task Force may be interested in considering such a survey. Kate Hodges explained that the Town has three platforms that are sometimes used to survey the staff, and that they are free to use for surveying employees. Kate Hodges agreed that Paul could ask Jon Harris for information on surveys.

Anne asked if Kate could follow up on Anne's request for the Town Manager to email the employees letting them know about our committee.

#### **5. Future Meeting Schedule**

The Board re-affirmed the following schedule of future meetings through the end of the year.

- Monday, December 20<sup>th</sup>, 4pm (Virtual)
- Monday, December 20<sup>th</sup>, 6:30pm (as part of the Select Board meeting.)
- Monday, January 3, 4pm (141 Keyes Road / Hybrid)

#### **6. Adjournment**

The meeting was adjourned at 5:34 pm.

Respectfully submitted,  
Claude Cicchetti, Clerk

Approved December 20, 2021